



Ecclesall Kids Club

Staff's own children in club Policy – discretionary free or reduced cost childcare

At Ecclesall Kids Club we aim to be a flexible employer who respects the needs of our diverse workforce. We also aim to do all that we can to support and retain our staff who have caring responsibilities for their child/children. This policy brings the club into line with other childcare providers whose practice allows their staff to bring their children into work when they are working themselves. This policy scope does not include preschool children as the club insurance and Ofsted registration does not cover preschool children nor does it cover provision for care for children beyond Y6, as the club is not equipped to meet the needs of caring for secondary school age children.

This policy is discretionary and subject to revision depending on take up and will not form a contractual entitlement to free or reduced cost childcare under our terms and conditions of service, including if this arrangement becomes “custom and practice” over time.

Ecclesall Kids Club Business Manager reserve the right to withdraw this arrangement without prejudice at any time and no financial commitments should be undertaken as a result of reliance on free or reduced price childcare in our club as this cannot be guaranteed beyond any periods specified in the Business Managers decision on each application. Any agreement to provide free or reduced cost childcare is at the absolute discretion of the Business Manager and will only be provided in line with a business need eg special project, sickness absence cover for another member of staff or to retain a qualified/experienced member of staff. Each application will be judged against business need and the merits of that particular application and decisions taken will be recorded on the HR file.

Terms of the Policy

- The member of staff should write to/email Ecclesall Kids club Business Manager stating why they are requesting free or reduced cost childcare including what days and sessions they require and how long they would like to apply for. They should do so ideally one month before the sessions are required.
- The Business Manager may at their discretion delegate the responsibility for some decisions to the Manager/s of the club as long as it is not the Manager/s of the club who the application pertains too.
- The Business Manager will consider the application based on merits and business need and decide whether childcare can be provided free or at a 50% reduced cost basis for an agreed period.
- The Business Manager will state a review date on all agreed applications, to ensure this policy is sustainable and is not having a detrimental impact on the Clubs ability to offer places to parents.
- The member of staff must be working in the club at every session their child benefits from free or reduced price childcare and the session must be booked in via Magic Booking to ensure the child is included as part of the safe operating ratio and an audit trail for free or reduced childcare can be kept.
- The member of staff must not give preferential or additional care to their child whilst they are in the club, nor intervene in others care of their child unless they genuinely believe their child to be at risk in some way. If this was the case the member of staff should report their concerns to the club session leader for them to resolve. Any inappropriate conduct or conflict resulting from this on the part of the member of staff



utilising free or reduced-price childcare may mean that the offer of free or reduced child care could be withdrawn.

- Ideally the member of staff should be deployed away from their own child where practicable and possible. The number of staff on site should make this viable.
- Should the Business Manager need to withdraw the policy the affected staff will be given the reason and a minimum of a terms notice to allow them to make alternative arrangements for their childcare.
- If the member of staff is ill and cannot be in the club either their child must not attend or if their child is a pupil of Ecclesall Primary and their attendance is unavoidable due to the illness, the full fee for the session will be payable.
- All decisions regarding free or reduced price childcare will be recorded on the member of staffs HR file
- Abuse of this policy and non adherence in its terms will result in withdrawal of any offer of free or reduced price childcare and the member of staff may be subject to action under the clubs Disciplinary Procedures in addition to recovery of childcare fees that should have been paid to the club from the individuals wage/termination payment.
- EKC Committee reserve the right to withdraw or amend this policy at any time.

This policy was adopted by: Ecclesall Kids Club	Date: 22/08/2018
reviewed: 10/09/2026	Signed: EKC Business Manager